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PERS-12

Approved For Release 2001/03/09 : CIA-RDP78-05927A000100040061-8

12 October 1973

**MEMORANDUM FOR:** Chief, Administrative Staff, OBG  
Division and Branch Chiefs,  
Cartography Division  
Geography Division  
Map Library Division

**SUBJECT** : Personnel Evaluation

**REFERENCE** : DDI Notice 20-94, dated 10 August 1973,  
same subject

1. As stated in Reference, all DDI supervisors must inform each subordinate in writing of the duties on which he or she will be evaluated and of the criteria by which specific ratings will be determined for these duties. The purpose of this memorandum is to encourage OBG supervisors to get started with the task, and to provide additional guidance that will help smooth the way.

2. A Memorandum of Instruction which informs an employee of his duties will, obviously, reflect the existing job description. But this is only a point of departure. The Memorandum of Instruction should undertake to:

a. Point up the individuality of the job and its features you feel to be most important.

b. Instruct ~~how~~ the job should be carried out, emphasizing as appropriate such factors as tact, initiative, rigor, consistency, coordination, technique, standard or innovative procedures, etc.

c. Identify standards of performance expected.

d. Establish goals or objectives which are measurable in the sense that it will be clear when they have or haven't been met.

This Memorandum is  
ADMINISTRATIVE - INTERNAL USE ONLY

Upon Removal of Attachment A

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SECRET

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3. Some samples of Memoranda of Instruction, as well as two reprints dealing with the subject, are attached. You are free to follow these samples closely or to modify them. I require only that your memos:

- a. cover the four areas of subject matter cited in paragraph 2, above;
- b. are clear and specific;
- c. are no longer than 2 - 3 typewritten pages;
- d. are written in terms of the individual addressed -- i. e., are personalized;
- e. lastly, and importantly, are discussed with the employee concerned to get his or her inputs before being put in final form.

4. This is a time-demanding operation which must be completed before 30 June 1974, and you should not let it drift. As completed, your memoranda should be disseminated as follows: 1 to employee, 1 to supervisor, 1 to St/A through DD/BGI.

5. You should establish procedures which will assure that each Memorandum of Instruction is reviewed annually, or more often as desirable, for the purpose of revalidation and updating.

**JOHN KERRY KING**  
**Director**  
**Basic and Geographic Intelligence**

**Attachments: 5**  
**As stated in Par. 3**

**cc: Ch/NISD**

**Distribution:**

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- 2 -

25X1A 12 October 1973

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